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Assistant Secretary of Defense  
(Force Management and Personnel)

CHANGE NO. 8

DoD 1401.1-M-1  
September 9, 1988

JOB-GRADING SYSTEM MANUAL FOR  
NONAPPROPRIATED FUND INSTRUMENTALITIES

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The Acting Deputy Assistant Secretary of Defense (Force Management and Personnel) has authorized the following page changes to DoD 1401.1-M-1, "Job Grading System for Nonappropriated Fund Instrumentalities," October 1981:

PAGE CHANGES

Remove: Pages 4-44 through 4-47, 4-50&4-51, 4-233 through 4-236

Insert: Attached replacement pages and new pages 4-236A&4-236B

Pages 4-45 and 4-234 through 4-236 are changed in their entirety.

A change appears on page 4-50 and is indicated by marginal asterisks.

EFFECTIVE DATE

The above changes are effective immediately. Forward two copies of revised implementing documents to the Deputy Assistant Secretary of Defense (Force Management and Personnel) within 120 days.

  
JAMES L. ELMER

Director

Correspondence and Directives

Attachments: 12 pages

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WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT

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DoD NAF PATRON SERVICES  
JOB- GRAD ING STANDARD  
SECURITY GUARD PS-0085-0

GENERAL STATEMENT :

This standard covers positions that involve performing work in protecting an organization's property and, as a secondary function, safeguarding those persons in and around the area being protected.

Security Guards are responsible for patrolling, protecting, and inspecting buildings and property. Their duties include guarding of supplies, merchandise, and equipment and enforcing rules and regulations. In their protection of persons, Security Guards are concerned with protection against hazards such as fire and prevention of theft of government property.

A Security Guard characteristically either stands at a fixed position or patrols an assigned area. He or she is alert and watchful to detect any situation that endangers property or merchandise. Security Guards may direct and control traffic from a stationary post. Usually, a Security Guard wears a uniform and displays a badge of authority. The Guard's deportment and appearance are military-like. When Security Guards have people-oriented enforcement responsibilities, they are concerned usually with a limited range of offenses such as disorderly conduct or theft but not with more serious offenses. He or she is tactful and courteous in his or her contacts with persons he or she suspects or apprehends.

Security Guards also may be required to perform incidental duties for a small portion of the time. Some assignments of this nature are regulating temperatures in buildings; acting as relief telephone operators, relief receptionists, or relief elevator operators; operating two-way radios; recording (logging in) visitors and preparing passes for their use; performing emergency manual labor; and carrying out minor housekeeping tasks.

The Security Guard operates under a system of close and rigid controls designed to minimize the probability of emergency situations occurring, and ensuring that those situations that do occur shall be dealt with in a prescribed manner. Notice of any emergency situation is to be relayed to higher authority as expeditiously as the nature of the situation requires or allows. The Security Guard is therefore provided with comprehensive training in his or her duties. He or she is required to act in accordance with very specific and detailed instructions that cover every kind of circumstance that can be anticipated. His or her supervisor usually is available to him or her by phone or some other means of communication.

SECURITY GUARD PS-0085-2:

DUTIES AND RESPONSIBILITIES:

The Security Guard works in a facility that requires normal security protection. He or she reports fires, accidents, and any subsequent **hazards**, taking appropriate, emergency action (for example, uses fire extinguisher to put out a fire which has just begun). The incumbent protects occupants and buildings from trespassers,

tactfully denying admittance to anyone not authorized within the buildings and warehouses; inspects parcels, as required; directs or escorts visitors in the facility; and controls parking in authorized areas.

The Security Guard serves as master-at-arms in a club; may verify identification of persons entering the club; patrols club, circulating among patrons to maintain order and to prevent damage to furnishings; and warns persons guilty of infractions. Removes disorderly patrons from the club, using force, if necessary. (The Security Guard may call military security police for assistance, if needed.)

#### SUPERVISORY CONTROLS:

Security Guard manuals, written instructions, and personal supervision are very specific and there is a periodic supervisory review. The supervisor usually is available to advise on unique situations.

#### SECURITY GUARDS PS-0085-3:

#### DUTIES AND RESPONSIBILITIES:

These positions characteristically are those of Security Guards who enforce special security measures in buildings and warehouses where theft of cash or merchandise could result in serious and extensive financial loss.

Typical assignments may include: fixed guard posts, motorized patrol, foot patrol, traffic control, and enforcing security measures. Additional duties may include examining shipments of merchandise or receipts when such shipments are brought into or removed from the security areas, answering numerous questions regarding the property or premises, or referring these inquiries to the appropriate authority, and providing training to ps-2 level Security Guards in methods of fire and accident prevention, security regulations, and procedures.

Personal contacts typically are more significant and more frequent than at the PS-2 level. Security Guards dealing with large numbers of the public shall employ courtesy and tact. Security Guards enforcing the stricter security measures typical of the grade level shall employ firmness in explaining and enforcing the applicable regulations.

#### SUPERVISORY CONTROLS :

Specific guides are provided usually in the form of manuals, regulations, and written or oral instructions applicable to each post of duty. Emergency situations are covered by instructions, when possible. However, in certain emergencies, incumbents are required to decide what action is necessary and to carry out that action immediately. Incumbents of these positions work under limited supervision.

DoD NAF PATRON SERVICES  
JOB-GRADING STANDARD  
TICKET SELLER PS-2091 -2

DUTIES AND RESPONSIBILITIES:

- Receives tickets and change fund from theater officer or assistant manager and signs appropriate hand receipts.
- Checks box office sign for proper admission fee, audience classification, and program starting time. Opens and closes box office according to prescribed schedules. Advises ticket taker or usher of opening number of admission tickets for current performance.
- Checks identification of all patrons in civilian clothing and sells tickets only to authorized patrons. Exchanges tickets for passes presented and accounts for passes. Issues a guest authorization card for each guest.
- Cleans and lubricates the ticket register. Removes tickets from the register and secures them after the matinee and the final performance.

Accounts for admission tickets and cash issued by the theater officer or assistant manager and for ticket sales receipts.

SUPERVISORY CONTROLS:

After initial orientation, the incumbent performs assigned tasks independently. However, supervisory assistance readily is available to resolve unusual problems.

DoD NAF PATRON SERVICES  
JOB-GRADING STANDARD  
USHER **PS-0189-1**

DUTIES AND RESPONSIBILITIES :

- Accepts patrons tickets and conducts patrons to unoccupied seats with the least possible delay and annoyance to the audience.
- Ensures that there is no smoking in the theater.
- Maintains order within the theater.
- Removes door wedges and checks restrooms and lounges before reopening the theater.
- Informs supervisor of major deficiencies.

SUPERVISORY CONTROLS:

The incumbent performs work under continuous supervision. New assignments are explained in detail to the incumbent. After the initial period of orientation, the incumbent performs routine tasks independently.

**C. ADMINISTRATIVE SUPPORT JOB-GRADING STANDARDS**

<u>TITLE</u>	<u>SERIES</u>	<u>PAGE</u>	<u>GRADE</u>	<u>LEVEL</u>	
			<u>DESCRIPTION</u>		
Accounting Clerk/Technician	AS-0525	4-51	4-5-6-7		
Audit Clerk	AS-0503	4-65	4		
Bookkeeping Machine Operator	AS-0354	4-66	2-3		
Calculating Machine Operator	AS-0355	4-70	3-4		
Cashier	AS-0530	4-73	3-4-5-6		
Clerk-Stenographer	AS-031 2	4-77	4-5-6		
Clerk-Typist	As-0322	4-83	2-3-4-5		
Coding Clerk	AS-0357	4-87			
Computer Clerk	AS-0335	4-91	4-5		
Computer Operator	As-0332	4-93	5-6-7		
Courier	As-0302	4-102	3-4		
Editing Clerk	AS-1 087	<b>4-103A</b>	5-6		
Engineering Drafter	AS-0818	4-104	5-7		
Equipment and Facilities Clerk	AS-2005	4-107	5		
File Clerk	AS-0305	4-108	1-2-3-4		
Freight Rate Assistant	AS-21 31	4-112	5-6		
General Clerical Series	AS-0303	4-113	1-2-3-4-5-6-7		
Insurance and Claims Clerk	AS-0998	4-119	4-5-6-7		
Keypunch Operator	AS-0356	4-125	3-4		
Library Aid	AS-1411	4-128	1		
Mail Clerk	AS-0305	4-129	2-3-4		
Management Assistant	AS-0344	4-133	5-6-7		
Office Machine Operator	AS-0350	4-136	2-3-4-5-6		
Payroll Clerk	AS-0544	4-144	4-5-6		
personnel Clerk	As-0203	4-150	5-6-7		
photo Lab Technician	AS-1 060	4-155	5		
Procurement Clerk	AS-I 106	4-156	4-5-6		
Purchasing Agent	AS-1 105	4-160	6-7		
Receptionist	AS-0304	4-167	3-4-5		
Safety and Security Technician	AS-0085	4-171	7		
Secretary	AS-0318	4-174	6-7		
Shipment Clerk	AS-21 34	4-176	4		
* Statistical Clerk	AS-1 531	4-180	4-5		*
Supply Clerk	AS-2005	4-184	3-4-5		
Supply Clerk (Inspection)	AS-2005	4-188	6-7		
Tape Librarian	AS-0335	4-190	6-7		
Telephone Operator	AS-0382	4-192	2-3-4		
Teletypist	AS-0385	4-195	4-5		
Travel Clerk	AS-21 32	4-197	5-6-7		

Grade level evaluation by reference to separate DoD NAF job-grading standard.

DOD NAF ADMINISTRATIVE SUPPORT  
JOB-GRADING STANDARD  
ACCOUNTING CLERK/TECHNICIAN AS-05 25-0

EXCLUSIONS:

-positions requiring professional knowledge and application of accounting principles and theory in the design, development, installation, operation, or inspection of accounting systems; the audit or similar examination of accounts and records of transactions; or the examination, analysis, and interpretation of accounting reports. (See OPM PCS for Accounting and Budgeting Group **GS-500** and 510, reference (h).)

-positions involving the performance of clerical work in the receipt, disbursement, examination, deposit, safekeeping, or other clerical processing of cash items. (See Cashier Series AS-530.)

-Positions involving primarily the examination for accuracy, legality, compliance with regulations and justification of vouchers, invoices, claims, and other requests for payment. (See OPM PCS for Voucher Examining Series **GS-540**, reference (h).)

-Positions involving the maintenance and adjustment of inventory accounts, the records of property and supply transactions, the record control of the establishment of stock levels, and the issuance of supplies and equipment, when such positions primarily require application of a knowledge of supply procedures. (See Supply Clerk Series AS-2005.)

-Positions involving technical support work in limited phases of computer specialist functions or similar tasks in installing or operating data processing systems. (See OPM PCS, reference (h), for Computer-Related Series **GS-330-335** or Computer Operator Series AS-332.)

-Positions involving primarily the operation of a bookkeeping machine on other than an incidental basis. (See Bookkeeping Machine Operator Series AS-354.)

-Positions involving primarily the computation and verification of pay, maintenance of records, and preparation of related reports as well as maintenance, review, and disposition of time and leave records. (See Payroll Clerk Series AS-544.)

TITLES :

The title for nonsupervisory positions at the AS-4 level is ACCOUNTING CLERK. For positions at AS-5 and above, the title is ACCOUNTING TECHNICIAN.

The DoD Accounting Clerical standards are presented in a modified factor format, utilizing five pertinent factors. If existing positions description provide the necessary information, there shall be no need to rewrite the description in a factor format. When accounting clerical positions need rewriting for **classification** purposes, the new description shall be prepared in the format of the DoD Standard.

E. UNIVERSAL ANNUAL JOB-GRADING STANDARDS

<u>TITLE</u>	<u>SERIES</u>	<u>PAGE</u>
Aero Club Manager	UA-1 101	4-234
Bowling Center Manager	UA-110I	4-237
Caterer	<b>UA-1 101</b>	4-240
Child Care Center Manager	<b>UA-1101</b>	4-242
Exchange Manager	UA-I 181	4-246
General Manager	<b>UA-1180</b>	4-251
Golf Course Superintendent	<b>UA-1 601</b>	4-256
Golf Course Manager	UA-1101	4-256
Mess or Club Manager	UA-1101	4-267
Package Store Manager	<b>UA-1101</b>	4-259
Retail Manager	<b>UA-1182</b>	4-261
* Teacher (Child Development )	UA-I710	4-302



DoD NAF UNIVERSAL ANNUAL  
JOB-CLASSIFICATION STANDARD  
AERO CLUB MANAGER **UA-1101-0**  
FLYING ACTIVITY MANAGER **UA- 1101-0**

GENERAL INFORMATION

**Aero** Clubs or Flying Activities are established **as** Nonappropriated Fund Instrumentalities (**NAFIs**) whose primary purpose is to function as recreational activities to promote morale and foster an appreciation and aptitude for flying. These activities must comply with Federal Aviation Administration (FAA) and National Transportation Safety Board regulations. The primary objective of an Aero Club **and/or** Flying Activity Manager is to operate the facility in an atmosphere that encourages participation, ensures maximum availability, and provides sound financial management.

SERIES

The paramount requirement of Aero Club and/or Flying Activity Manager positions is a thorough knowledge of the business practices and methods of managing a specialized association of members and participants. These positions require a **general** knowledge of aviation **management, accounting** and budgeting techniques to meet operational goals, as well as public relations skills. These manager positions shall be classified to the **UA-1101** series because the UA-1100 occupational group does not contain a specific series for this kind of work.

EXCLUSIONS

Positions that involve piloting or **copiloting** of airplanes or helicopters or flight instructing are classified to the Aircraft Operation Series, **UA-2181** .

CLASSIFICATION FACTORS

Most positions that have program responsibility for various segments of an installation's recreation program are classified in the Recreation Specialist Series **UA-188**. However, positions that have responsibility for managing Aero Club and/or Flying Activity facilities are classified in the UA-1101 series rather than the **UA-188 series** because they must possess a thorough knowledge of the business practices and methods associated with Aero Club facilities rather than a specialized knowledge of recreation techniques and principles. There is, however, a close relationship to positions classified in the **UA-188** series, and for this reason, the grading criteria used to classify Aero Club and/or Flying Activity Manager positions should be linked as closely as possible to the grading criteria in the OPM standard for the Recreation Specialist Series, **GS-88**, but with due consideration for the business aspects of these positions.

The grading of Recreation Specialist positions is based on the assessment of the: r Program management responsibilities. program management responsibilities consist of program constituency, variety and volume of activities, and environmental elements. Each of these components must be evaluated separately, and then collectively, to arrive at an accurate assessment of each position's program management responsibilities.

For program constituency, this guide will use the number of members (excluding primary students; i.e., those enrolled in a recognized course sponsored by the activity whose objectives include teaching the fundamentals of flying, navigation and solo control of aircraft, and landing) and the number of primary students. The guidance is based on actual rather than potential participation as used in the **GS-188** standard.

Evaluating the factors of variety and volume of activities requires a departure from the **GS-188** standard. Unlike Recreation Specialists, who usually have responsibility for a number of activities within a specialty area, Aero Club and/or Flying Activity Managers have responsibility for only one recreation activity. However, to credit these positions with only one recreation activity would underestimate their overall responsibilities. Therefore, each of these responsibilities is treated as an activity and given specific point values. Certain responsibilities were placed in the category of essential minimum basic activities, others were placed in the other basic activities, and still others were considered enhancing activities. The total of the points for basic program and enhanced program provides an **overall point** total for this factor.

Environmental elements have been established much in the same manner as in the **GS-188** standard but peculiar to Aero Club and/or Flying Activity Manager positions.

#### JOB-GRADING CRITERIA

A. PARTICIPANT POPULATION: The factor of participant population will be measured by the number of regular members and/or participants and the number of primary students.

1. <u>NUMBER OF MEMBERS AND/OR PARTICIPANTS</u> <u>(EXCLUDING PRIMARY STUDENTS)</u>	<u>POINTS</u>
Under 50	1
50- 75	2
76-100	3
101-125	4
126-150	5
<del>151-175</del>	6
176-200	7
201-225	8
226-250	9
Over 250	10
2. <u>NUMBER OF PRIMARY STUDENTS</u>	<u>POINTS</u>
Under 30	1
30- 50	2
51- 70	3
71- 90	4
91-110	5
111-130	6
131-150	7
Over 150	8

B. PROGRAM ACTIVITIES:

1. ESSENTIAL MINIMUM BASIC ACTIVITIES POINTS

One aircraft, one hangar facility with an office, 2  
a Program offering a ground school (one-on-one  
basis), flight training for private pilot license,  
and aircraft maintenance and inspection capability.

2. MONTHLY FLYING HOURS: Additional credit is given as the number of  
**flying** hours increase. This average shall be based on those 6 consecutive  
months during the fiscal year that yield the highest number of **flying** hours.  
This will accommodate those locations where poor weather limits the flying  
during certain months.

<u>HOURS</u>	<u>POINTS</u>
Under 150	1
150-225	2
226-300	3
301-375	4
376-450	5
451-525	6
526-600	7
601-675	8
676-750	9
<b>Over 750</b>	10

3. ENHANCED PROGRAM: These are activities, functions, or situations in  
an Aero Club that go beyond the basic program.

<u>DESCRIPTION</u>	<u>POINTS</u>
Club and/or activity owns or leases complex aircraft (multi- engined, retractable gear, or float aircraft)	1
<b>Retail</b> Sales Shop (Pilot supplies, flight equipment, etc.)	1
FAR (Part 141 ) Certification	2
Multi-engine Aircraft Training	2
Commercial Pilot Training	2
Airframe and Power Plant Mechanics Training	2
Instructor Pilot Training	3
Acrobatic Training	3
Float Aircraft Training	3
Instrument Training	3
Aircraft Transport Pilot Training	4

NOTE : A maximum of 15 points may be credited for an enhanced program.

**C\*** ENVIRONMENTAL ELEMENTS:

DEFINITIONS :

Two or more facilities are managed that are geographically separate from each other (located on the same or nearby installation or one on base and one off) .

Club and/or activity maintains its own runway or its own ramp.

In an overseas environment, host country laws, regulations, policies, and air space rules affect program planning and administration.

In an overseas environment, a manager supervises local national employees in addition to nonappropriated fund and contract employees and requires knowledge of one additional personnel system.

NOTES :

1. Each environmental element is worth one point.
2. It is recognized that other significant environmental elements may exist. If **so**, each should be properly documented and given credit.

D. FINAL GRADE DETERMINATION:

FACTORS:

POINTS

1. Participant Population (number of members and number of primary students)
2. Program activities
  - a. Basic Program
    - (1) Essential minimum basic activities
    - (2) Other basic program elements  
(average monthly flying hours)
  - b. Enhanced Program
3. Environmental Elements

Grand Total:

CONVERSION TABLE

<u>NUMBER OF POINTS</u>	<u>GRADE</u>
up to 12	UA-5
13 - 19	UA-6
20 - 26	UA-7
27 - 33	UA-8
34 - 40	UA-9
41 - 47	UA- 10
48 & over	UA- 11